

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**                      **INFORMATION TECHNOLOGY MANAGER**

**DEPARTMENT:**                **INFORMATION TECHNOLOGY**

**BASIC FUNCTION:**

Under general direction, to perform highly responsible administrative and technical work in the development and operation of municipal information systems; to supervise the work of professional and technical staff involved in a variety of information system technology activity; and to perform related responsibilities as required.

**KEY RESPONSIBILITIES:**

Recommend and implement policies, procedures, and standards relating to information system and technology activities.

Supervise the design, development, installation and maintenance of systems to meet the needs of user departments; determine information requirements and further define the nature of projects.

Assign work to subordinate personnel, providing instructions and answering questions; coordinate the scheduling and completion of work by determining operational priorities and resolving work load problems; review work for accuracy and completeness; evaluate work techniques and methods for conformance to established standards.

Provide technical guidance and assistance to subordinates, to department users and to consultants in the development and implementation of systems and applications.

Develop policies, rules and procedures for the effective operation of the department, including establishing goals and objectives and priorities.

Advise, and otherwise provide assistance to the Director and other City personnel regarding information systems related issues, applications, services or equipment; supervise and participate in the training of City personnel in the uses and capacities of information systems and technical equipment.

Assist in the administration of the City's telecommunication network.

Conduct research and perform analysis; prepare and present reports regarding project feasibility, equipment utilization, project development, and the cost of applications.

Prepare and administer the department budget; monitor and approve expenditures with

budget limits; make recommendations regarding staffing needs, equipment, materials and supplies.

Attend conferences, meetings or other functions as the department representative; may provide information or participate in discussions regarding information systems activities.

Participate in the selection of subordinates; plan and implement employee training; evaluate employee performance; initiate disciplinary action.

Maintain professional currency in information systems technologies.

Perform other related duties as assigned.

### **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **Knowledge of:**

Principles and practices of organization, administration, budgeting and personnel management.

Principals, practices and techniques of Information Systems management and general administration.

Systems and programming, including knowledge of data base systems and languages compatible with the City's computer systems.

Operation and applications of information processing equipment, methods, principles, and practices as related to municipal operations and management information systems.

Research methods and techniques and methods of report presentation.

#### **Ability to:**

Plan, organize and manage information systems programs and activities.

Make decisions concerning equipment needs, scope of assignments, and allocation of resources.

Prepare and present reports.

Communicate effectively, orally and in writing.

Supervise, train and evaluate staff.

Establish and maintain cooperative relationships with those contacted in the course of the work.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work well under pressure to meet deadlines.

### **EXPERIENCE AND EDUCATION:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a Bachelors degree from an accredited college or university with major course work in information systems or a closely related field, and five years of progressively responsible experience in computer system operation, programming and systems analysis, including supervisory experience.

### **PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments. Ability to lift and move microcomputer and related equipment occasionally to install, troubleshoot or perform minor maintenance as necessary.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff,

Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employee may be required to travel to City work sites or other sites for meetings. Employees frequently travel to locations in the City where computers are located.

This is an at-will management classification.

DATE APPROVED: June 1999:

**Management**

**Salary Schedule**

**Management Salary**

**Benefits**

**City of Carlsbad Management Benefits**